

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

September 22, 2005

SUBJECT: State Internal Review (SIR) 5-Year Plan

TO: State Office and Field Offices in North Dakota

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify State office and field office staff of the five year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

COMPARISON WITH PREVIOUS AN:

This AN replaces ND AN No. 1426 (2006-M) which expires September 30, 2005.

IMPLEMENTATION/RESPONSIBILITIES:

Management Control Officer (MCO) duties have been delegated to Management and Program Analyst (MPA), Debra Steinwand. The MPA is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M, North Dakota Instruction 2006-M, and this Administrative Notice. Complete, comprehensive evaluation reviews will be conducted in the centralized State Office program areas at least once every five years.

In compliance with RD Instruction 2006-M, the 5-year SIR plan has been established as shown on Exhibit A. The SIR schedule for FY 2006 is as follows:

Williston Local Office	November 28 – December 9, 2005
Minot Area Office	March 27 – April 7, 2006

EXPIRATION DATE:
September 30, 2006

FILING INSTRUCTIONS:
Following RD Instruction 2006-M

A State Senior Management (SSM) team has been established to assist the State Director and MPA plan the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team will be:

- Administrative Program Director
- Business & Community Program Director
- Housing Program Director
- Area Directors
- Assistant Area Directors
- Civil Rights Manager

The SIR team to conduct the field office SIRs for FY 2006 consists of the following State Office staff:

- Debra Steinwand, Management Control Officer
- Barbara Neubauer, Administrative Program Director
- Carol Reed, Civil Rights Manager/ Program Environmental
- Camille Bickel, Information Technology Staff
- Sandra Sipma, Contract Program Manager
- Mark Wax, Business & Community Program Specialist (Community Development)
- Donald Warren, Housing Program Director
- Kathy Lake, Multi Family Housing Specialist
- Barry Borstad, Single Family Housing Specialist
- Sharon Durling, Multi Family Housing Technician

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand, MCO, at 530-2058.

/s/ Clare A. Carlson
CLARE A. CARLSON
State Director

Attachment

STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN

OFFICE	LAST REVIEW	FY 06	FY 07	FY 08	FY 09	FY 10
Field Offices:						
Devils Lake Area Office	4-02		X			
Bismarck Local Office	2-03		X			
Valley City Area Office	3-04			X		
Dickinson Area Office	6-04				X	
Park River Local Office	3-05				X	
Minot Area Office	4-01	X				X
Williston Local Office	5-02	X				X
State Office Centralized Programs:						
Community Facilities	6-05					
Rural Business Services	6-03 (*BPAR)			X		

Program areas to be reviewed in the Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Program areas to be reviewed in the Local Offices include Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Community Facilities and Rural Business-Cooperative Services program areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other states or the National Office.

* BPAR – Business Programs Assessment Review – Reviews conducted by the National Office. These reviews are considered part of the SIR 5 year plan. If a BPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.